

Display Savings Bonds Purchases

ZHR_RPTPYS10

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/3/2007	Kelly Welsh	Initial draft
8/30/07	Kelly Welsh	Edits from review

Purpose

Use this procedure to display employees who have purchased bonds.

Trigger

Perform this procedure to view employees who have purchased bonds, the number of bonds purchased, bond denomination and the bond beneficiary.

Prerequisites

Payroll has been exited for the current period, and the employee has a Bond Purchases (0103) created.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer

Transaction Code

ZHR_RPTPYS10

Date	Procedure Update Log
8/3/2007	Created

Helpful Hints

- Due to Identity theft concerns, the Federal Reserve Bank no longer provides a report that specifies the actual bond number. If you need to know the actual number of the bond that was purchased, you will need to contact the Department of Personnel, Information Systems Division Helpdesk (360) 664-6400 or helpdesk@dop.wa.gov for assistance.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPYS10**.

Display of Savings Bonds Purchases

The screenshot shows the SAP user interface for the transaction 'Display of Savings Bonds Purchases'. The title bar at the top includes the SAP logo and standard window controls. Below the title bar, the menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons are visible. The main content area is divided into three sections: 'Further selections', 'Selection', and 'View Option'. The 'Further selections' section contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected, and there are input fields for 'Period' and 'To'. The 'Selection' section contains input fields for 'Personnel Number', 'Company Code', 'Personnel area', and 'Payroll area', each with a selection icon to its right. The 'View Option' section contains radio buttons for 'Tree View' (selected) and 'Grid View'. At the bottom of the screen, a status bar shows 'RT0 (1) (520)', 'ssvaphrtr3e', and 'OVR'.

2. In the  area select the correct reporting period.

Selection	Description
Today	Use this radio button to display employees who have purchased bonds as of current date.
Current Month	Use this radio button to display employees who have purchased bonds during the current month. The first and last day of the month are used as the start and end dates for the person and data selection.
Current Year	Use this radio button to display employees who have purchased bonds during the current year. The first and last day of the year are used as the start and end dates of the person and data selection.
Up to today	Use this radio button to display employee's total purchased bonds since the beginning of HRMS.
From Today	Use this radio button to display employees who purchased bonds for current key date until 12/31/9999.
Other Period	Use this radio button to specify the time period.

Display of Savings Bonds Purchases/Period




You can use **Payroll period** to specify the payroll period to view. For a list of the pay periods refer to: [Payroll Periods](#).

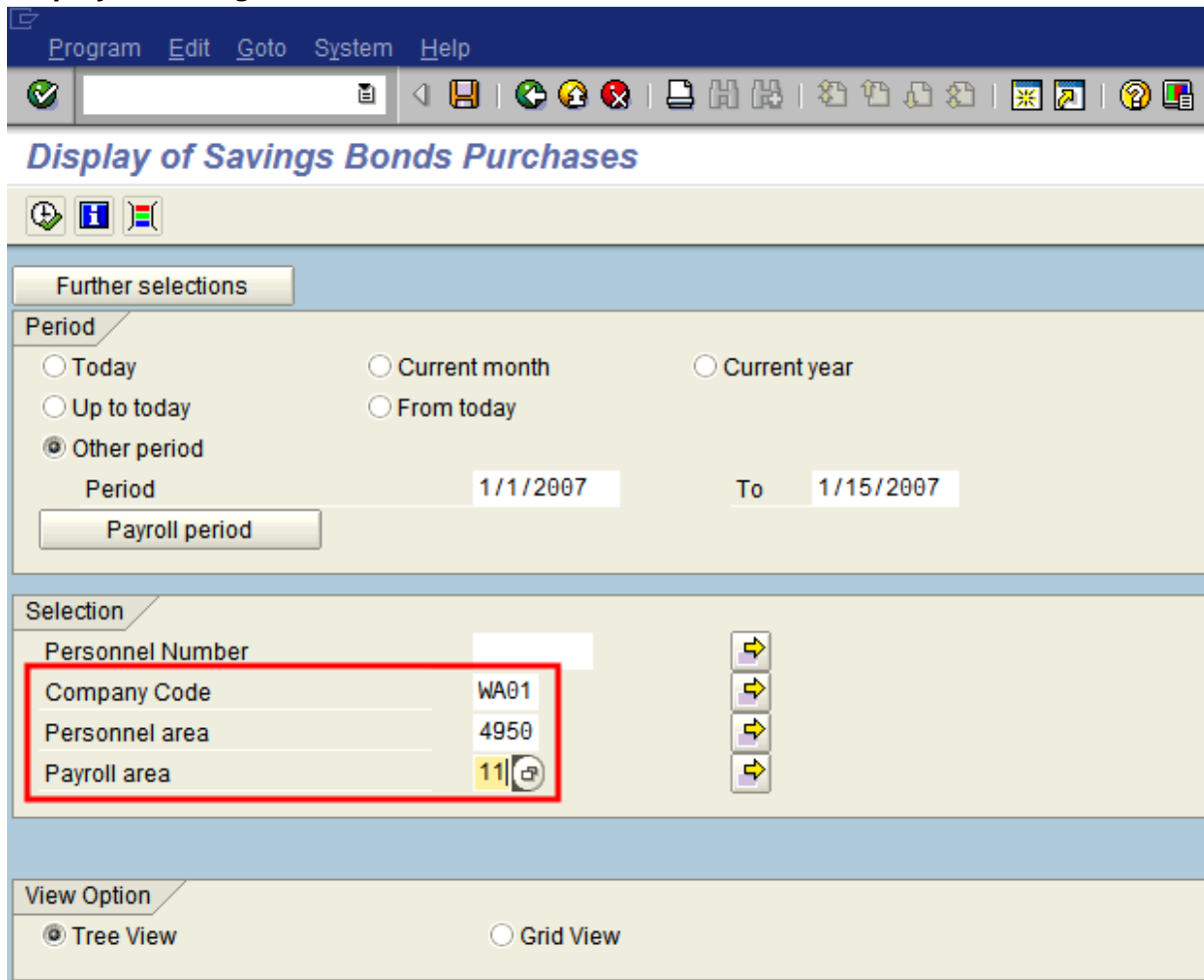
3. Complete the following fields:

Field Name	R/O/C	Description
Personnel Number	O	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 385130
Company Code	R	Description of the Company Code. Example: WA01
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 4950 (Dept. of Agriculture)

State of Washington HRMS

Field Name	R/O/C	Description
Payroll Area	R	Groups and designates the employees whose payroll is run on the same date.  The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11

Display of Savings Bonds Purchases/Selection



Further selections

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period

Period To

Selection

Personnel Number

Company Code

Personnel area

Payroll area


View Option

☒ Tree View ☐ Grid View

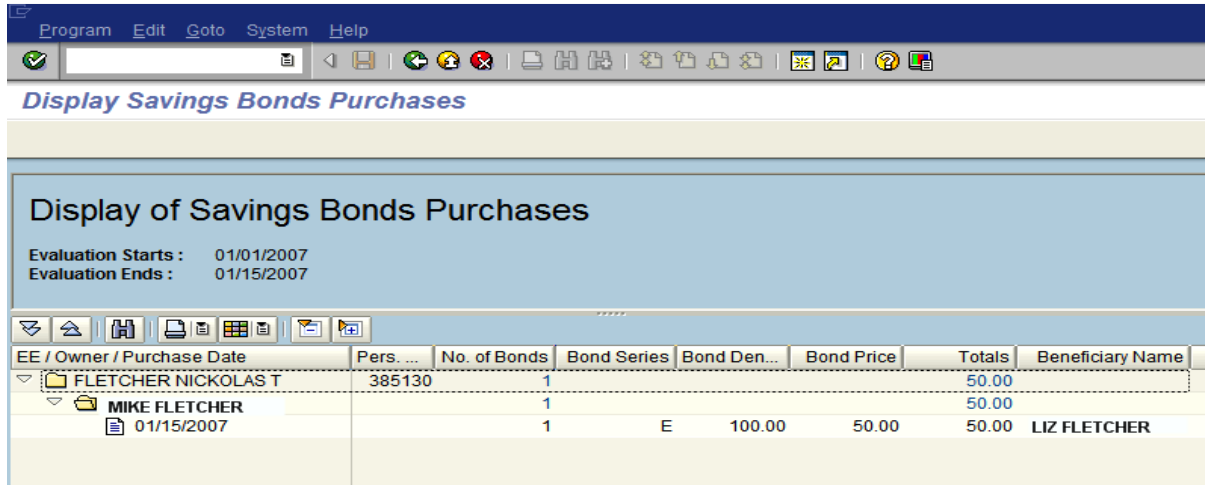
4. In the **View Option** area select the output option the report will display:

4.1 Click **Tree View** to display in a “drill-down” method.

4.2 Click ☐ **Grid View** .to display in ALV report format.

5. Click  (**Execute**) to generate the report.


Display Savings Bonds Purchases using the “Tree” view



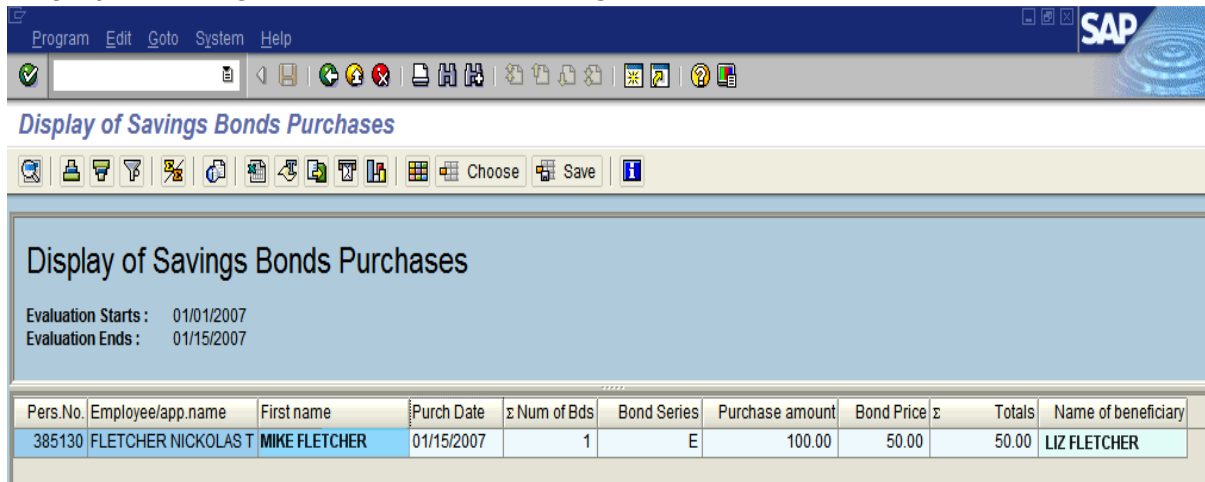
The screenshot shows the SAP interface for 'Display Savings Bonds Purchases'. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main area displays the report title 'Display of Savings Bonds Purchases' with evaluation dates: 'Evaluation Starts : 01/01/2007' and 'Evaluation Ends : 01/15/2007'. Below this is a tree view showing a folder structure: 'FLETCHER NICKOLAS T' (expanded) containing 'MIKE FLETCHER' (expanded) which contains a date '01/15/2007'. To the right of the tree is a table with columns: 'EE / Owner / Purchase Date', 'Pers. ...', 'No. of Bonds', 'Bond Series', 'Bond Den...', 'Bond Price', 'Totals', and 'Beneficiary Name'. The table data is as follows:

EE / Owner / Purchase Date	Pers. ...	No. of Bonds	Bond Series	Bond Den...	Bond Price	Totals	Beneficiary Name
FLETCHER NICKOLAS T	385130	1				50.00	
MIKE FLETCHER		1				50.00	
01/15/2007		1	E	100.00	50.00	50.00	LIZ FLETCHER



To view the owner of the bond, date of the bond purchase and the bond beneficiary use the “drill-down” method, by clicking the  (triangle) to the left of the employees folder.

Display of Savings Bonds Purchases using the “Grid” view



The screenshot shows the SAP interface for 'Display Savings Bonds Purchases' in Grid View. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area displays the report title 'Display of Savings Bonds Purchases' with evaluation dates: 'Evaluation Starts : 01/01/2007' and 'Evaluation Ends : 01/15/2007'. Below this is a table with columns: 'Pers.No.', 'Employee/app.name', 'First name', 'Purch Date', 'Σ Num of Bds', 'Bond Series', 'Purchase amount', 'Bond Price', 'Σ Totals', and 'Name of beneficiary'. The table data is as follows:

Pers.No.	Employee/app.name	First name	Purch Date	Σ Num of Bds	Bond Series	Purchase amount	Bond Price	Σ Totals	Name of beneficiary
385130	FLETCHER NICKOLAS T	MIKE FLETCHER	01/15/2007	1	E	100.00	50.00	50.00	LIZ FLETCHER

6. You have completed this transaction.

Result

You have generated the Display of Savings Bonds Purchases

Comments

None.